

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar, Room 25
Santa Fe, NM 87501
(505) 827-4800
(505) 827-4824 (fax)
www.nmcourts.com

STATE OF NEW MEXICO

ADMINISTRATIVE OFFICE OF THE COURTS

REQUEST FOR PROPOSALS (RFP) FOR
SUBSTANCE ABUSE TREATMENT SERVICES
IN DOÑA ANA COUNTY

ISSUE DATE: March 23, 2015

The Procurement Code, NMSA 1978, 13-1-1 through 13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kick-backs.

TABLE OF CONTENTS

	<u>PAGE #</u>
I. INTRODUCTION	
A. PURPOSE OF THIS REQUEST FOR PROPOSALS	4
B. SUMMARY SCOPE OF WORK.....	5
C. SCOPE OF PROCUREMENT	5
D. PROCUREMENT MANAGER	5
E. DEFINITION OF TERMINOLOGY	6
F. BACKGROUND INFORMATION	8
II. CONDITIONS GOVERNING THE PROCUREMENT	
A. SEQUENCE OF EVENTS	10
B. EXPLANATION OF EVENTS.....	10
1. Issue of RFP	10
2. Deadline List Response Due.....	10
3. Deadline to Submit Written Questions	11
4. Response to Written Questions/RFP Amendments	11
5. Submission of Proposal.....	11
6. Campaign Contribution Disclosure	12
7. Proposal Evaluation	12
8. Selection of Finalists	12
9. Best and Final Offers from Finalists.....	12
10. Finalize Contract.....	12
11. Contract Award.....	13
12. Protest Deadline	13
C. GENERAL REQUIREMENTS.....	13
1. Acceptance of Conditions Governing the Procurement.....	13
2. Incurring Costs	13
3. Prime Contractor Responsibility	13
4. Subcontractors.....	13
5. Amended Proposals	14
6. Offerors Rights to Withdraw Proposal.....	14
7. Proposal Offer Firm.....	14
8. Disclosure of Proposal Contents	14
9. No Obligation	14
10. Termination.....	15
11. Sufficient Appropriation	15
12. Legal Review	15
13. Governing Law.....	15
14. Basis for Proposal.....	15
15. Contract Terms and Conditions.....	15
16. Offerors Terms and Conditions	16
17. Contract Deviations	16

18. Offerors Qualifications.....	16
19. Right to Waive.....	16
20. Change in Contractor Representatives.....	16
21. Notice of Criminal Penalties	16
22. AOC Rights	17
23. Right to Publish	17
24. Ownership of Proposal	17
25. Electronic mail address required	17
26. Use of Electronic Versions of this RFP	17
27. Suspension and Debarment Requirement	17
III. RESPONSE FORMAT AND ORGANIZATION	
A. NUMBER OF RESPONSES	18
B. NUMBER OF COPIES	18
C. PROPOSAL FORMAT	18
IV. SPECIFICATIONS	
A. DETAILED SCOPE OF WORK	19
B. BUSINESS SPECIFICATIONS	22
C. MANDATORY SPECIFICATIONS.....	22
V. EVALUATION	
A. EVALUATION POINT TABLE/SUMMARY.....	25
B. EVALUATION PROCESS.....	26
ATTACHMENTS:	
A. ACKNOWLEDGEMENT OF RECEIPT FORM	27
B. CONTRACT TERMS AND CONDITIONS.....	29
C. CAMPAIGN DISCLOSURE FORM	41
D. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS.....	45

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

This Request for Proposals (RFP) has been developed for the purpose of soliciting, evaluating, and selecting proposals in a fair and competitive manner. If an Offeror fails to meet any mandatory items set forth in this RFP, the proposal will be declared non-responsive.

All costs incurred by the Offeror in the preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror, whether or not the Offeror is the successful Offeror.

Before the award is made, the Administrative Office of the Courts (AOC) may conduct discussions with Offerors who submit proposals that are determined to be reasonably susceptible of being selected for awards, but the award may be without such discussions.

When it is in the best interest of the State of New Mexico, the RFP may be canceled, or any and all proposals may be rejected in whole or in part.

Any contract awarded as a result of this RFP process may be terminated or reduced in scope if sufficient appropriations or authorizations do not exist. Such termination will be effected by the AOC sending written notice to the contractor. The AOC's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a program, the contractor will be compensated to the level of services performed, as authorized by the AOC prior to that determination. This provision, however, is not exclusive and does not waive other legal rights and remedies afforded the AOC in such circumstances as contractor defaults or breach of the contractor.

Any protests of the award must be made in accordance with the Procurement Code, NMSA 1978, Section 13-1-1 to Section 13-1-199.

This RFP is being issued to hire a Contractor to work with the Doña Ana Magistrate DWI/Drug Court Program to provide substance abuse treatment and drug testing services.

The contract will be for a one year period beginning July 1, 2015 with an option to renew each year after the first year for no more than three additional years, for no more than four years, at the discretion of the AOC. Continuation of the contract for each additional year will be contingent upon satisfactory contract compliance by the contractor as determined by the AOC and upon sufficient funding.

B. SUMMARY OF SCOPE OF WORK

The Administrative Office of the Courts is soliciting proposals for a Contractor.

The focus of the Substance Abuse Treatment Services Grant is to provide substance abuse treatment and drug testing services to the participants of the Doña Ana DWI/Drug Court Program. Substance abuse treatment services shall include: screening and assessment; individual therapy, group counseling; individual treatment plans; evidence based treatment therapy; drug screening; family intervention sessions; case management services; court liaison services; and aftercare services. Attendance and progress reports will be provided to the Doña Ana DWI/Drug Court Program.

The initial contract shall begin on or about July 1, 2015 through June 30, 2016 and may be extended up to three years, for no more than four years based on funding.

C. SCOPE OF PROCUREMENT

The scope of this procurement includes professional services only. The AOC reserves the option of renewing the initial contract on an annual basis. In no case will the contract, including renewals thereof, exceed a total of four years.

D. PROCUREMENT MANAGER

The AOC has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below:

Eloisa Gonzales
Project Manager/Procurement Manager
237 Don Gaspar, Room 25
Santa Fe, NM 87501
Phone (505) 827-4800 Fax (505) 827-4824

All submissions via postal service should be sent to the above address.

All deliveries via express courier should be addressed as follows:

Eloisa Gonzales
Project Manager/Procurement Manager
325 Don Gaspar, Room 100
Santa Fe, NM 87501

Any inquires or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other employees do not have the authority to respond on behalf of the AOC.

Written inquiries may also be in the form of e-mail to:

Eloisa Gonzales at aocexc@nmcourts.gov

E. DEFINITION OF TERMINOLOGY

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

"Aftercare" means follow up care provided after the treatment program.

"AOC" means the Administrative Office of the Courts.

"Case Management Services" means that participants will receive referrals to local support services such as housing, transportation, child care services, employment training and continuing care.

"Contract" means an agreement for the procurement of items of tangible personal property or services.

"Contractor" means the successful Offeror.

"Court Liaison" means a representative knowledgeable about each participant's treatment progress, who will be available for each Doña Ana DWI/Drug Court Program staffing and hearing.

"DWI/Drug Court" means a collaborative multi-agency approach including a court supervised regime of treatment for substance dependent offender's convicted of DWI.

"DWI/Drug Court Team" is a representative from the multi-agency collaborative to include: the Judge, the DWI/Drug Court Program Coordinator, and Assistant District Attorney, Assistant Public Defender, and County Compliance DWI staff.

"Drug Screening" means that on-site, rapid drug screening, with results available within five (5) minutes are conducted on all participants. All drug screening results shall be reported and forwarded promptly to the DWI/Drug Court program coordinator. Collectors and observers are prohibited from revealing, or discussing drug screening results, including drug screening procedures with participants.

"Evaluation Committee" means a body appointed by the AOC to perform the evaluation of Offeror proposals.

"Family Intervention Sessions" means a licensed/certified practitioner will provide family therapy services as needed and with prior approval from the AOC.

"Finalist" is defined as an Offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.

"Group Counseling" means a licensed/certified practitioner will provide weekly gender and culturally specific counseling sessions to two or more participants at a given time as they progress from phase one through phase four of the program.

"Individual Therapy" means a plan for counseling services that is prepared by a licensed/certified practitioner for each program participant, which shall be reviewed and approved by the presiding DWI/Drug Court Judge, and copies shall be forwarded to the Doña Ana DWI/Drug Court program coordinator.

"Magistrate DWI/Drug Court Program Manager" means the person or designee authorized by the AOC to supervise the Doña Ana DWI/Drug Court program.

"Offeror" is any person, firm, corporation or partnership who chooses to submit a proposal.

"Procurement Manager" means the person or designee authorized by the AOC to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished when required, information and data to provide that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Screening and Assessment" means that an assessment shall be evidence-based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and by collateral information and shall be conducted on all incoming participants to identify, diagnose and determine appropriate level of care that is specific to the individual. The yielded information is shared with the Drug Court team to the extent that it does not jeopardize confidentiality.

F. BACKGROUND INFORMATION

The Doña Ana Magistrate DWI/Drug Court program will provide treatment, support and assistance to program participants by identifying short-term goals and implementing a restructured family system and enhance public safety by assisting offenders to adopt a productive and law abiding lifestyle. The program will also provide a diversion to the offenders from further entry into the criminal justice system and will create an alternative program for offenders that do not require institutional security. The monitoring and supervision of the offenders will reduce the financial cost of managing offenders in penal institutions.

Prospective candidates who are adjudicated on DWI offenses in the Doña Ana Magistrate Court are referred to the office of the DWI/Drug Court program coordinator. Upon receiving the referral, an initial screening will be conducted by the DWI/Drug Court program coordinator for purposes of determining eligibility based on the criteria set forth by the DWI/Drug Court Team.

Upon meeting preliminary criteria for acceptance, offenders are placed in the pre-programming phase of the program. During this phase, the offender should complete the ADE screening at County Compliance and a clinical assessment with the treatment provider.

The Doña Ana Magistrate DWI/Drug Court program is divided into four active phases and an aftercare phase as follows: Phase I to equal 16 weeks; Phase II to equal 8 weeks; Phase III to equal 16 weeks; and Phase IV to equal 8 weeks dependent on participants progress. The program is designed in such a way that as the participant makes progress in their substance abuse issues, they can move from a highly supervised treatment program in Phase I, to a less intensive treatment program in Phase IV.

The phases are identified as follows;

Phase I of the DWI/Drug Court program is sixteen (16) weeks long

In Phase I the participant must report to the DWI/Drug Court program coordinator in person weekly; attend one scheduled weekly group therapy session; attend individual therapy as required or directed by the DWI/Drug court program coordinator and/or treatment provider; submit to random urinalysis and/or breathalyzer content (BAC) tests at a minimum of three times per week; appear before the DWI/Drug Court Judge monthly; attend at least three 12-step meetings per week and provide written verification; complete community service; enroll in GED education or seen and maintain employment.

Participants advancing to Phase II will be awarded a certificate.

Phase II of the DWI/Drug court program is twelve (12) weeks long

In this Phase participants will be required to secure employment, and continue with their education requirements. Participants may be assigned extra community service in this Phase if they are not working, going to school or both. Participants may enjoy less supervision in this phase.

Participants advancing to Phase III will be awarded a certificate.

Phase III of the DWI/Drug Court program is twelve (12) weeks long

In this Phase participants will continue with their employment and educational requirements. They will enjoy more freedom in this phase.

Participants advancing to Phase IV will be awarded a certificate.

Phase IV of the DWI/Drug Court program is eight (8) weeks long.

The purpose of this phase is to demonstrate the participants' ability to access the necessary resources needed on their own.

Participants completing Phase IV will be awarded graduation certificate.

Aftercare is 8 weeks

The purpose of aftercare serves as a transition period.

The participant's progress and program participation is monitored on a daily and weekly basis. Completion of all weekly components is required before advancing to the next level. The participant is expected to do everything in regard to program requirements in order to advance to the next program phase.

As the participant advances from one phase to the next, the time to report to the DWI/Drug Court office and DWI/Drug Court Judge diminishes by one initial contact. Incentives and sanctions are imposed at the recommendation of the DWI/Drug Court Team. The DWI/Drug Court team consists of the following: DWI/Drug Court Judge, DWI/Drug Court program coordinator, Assistant District Attorney, Assistant Public Defender, and the contracted treatment provider.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events, and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

ACTION	RESPONSIBILITY	DATE
1. Issue RFP	AOC	March 23, 2015
2. Deadline to Submit Acknowledgement of Receipt of Request for Proposals Form	Potential Offerors	April 06, 2015
3. Deadline to Submit Questions	Potential Offerors	April 06, 2015
4. Response to Written Questions	AOC	April 10, 2015
5. Submission of Proposal	Potential Offerors	April 24, 2015
6. Campaign Contribution Disclosure	Offerors	April 24, 2015
7. Proposals Evaluation	Evaluation Committee	April 27, 2015
8. Selection of Finalists	Evaluation Committee	May 08, 2015
9. Best & Final Offers from Finalists	Offeror	May 15, 2015
10. Finalize/Award Contract	AOC/Offeror	June 1, 2015
11. Protest Deadline	Offeror	June 15, 2015

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

1. Issue of RFP

This RFP is being issued by the AOC. Additional copies of the RFP can be obtained by the Procurement Manager or viewed on the New Mexico Courts Website (www.nmcourts.com).

2. Deadline List Response Due

Potential Offerors should hand deliver or return by e-mail, facsimile, or by registered/certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document (See Attachment A) to have their organization placed

on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated, and returned by 3:00 pm on April 06, 2015.

The procurement distribution list shall be used for the distribution of written responses to questions and any RFP amendments. Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

3. Deadline to Submit Written Questions

Potential Offerors may submit written questions as to the intent or clarity of this RFP until 3:00 pm on April 06, 2015. All written questions must be addressed to the Procurement Manager (see Section I, Paragraph D).

4. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments shall be distributed on April 10, 2015, to all potential Offerors whose organization name appears on the procurement distribution list. An Acknowledgement of Receipt Form shall accompany the distribution package. The form should be signed by the Offerors representative, dated, and hand-delivered or returned by e-mail, facsimile, or by registered/certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Thereafter, the Offerors organization name shall be deleted from the procurement distribution list.

Additional written requests for clarification of distributed answers and/or amendments must be received by the Procurement Manager no later than three (3) days after any response and/or amendments are issued.

5. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM ON April 24, 2015. Time is of the essence for submitting proposals and proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D. Proposals must be labeled on the outside of the package so as to clearly indicate that they are in response to Substance Abuse Treatment Services for Doña Ana Request For Proposals. Proposals must be sealed. Any proposals or portions of proposals submitted by e-mail or facsimile will not be accepted.

A public log will be kept of the names of all Offerors. Pursuant to Section 13-1-116, NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

6. Campaign Contribution Disclosure

Potential Offerors must submit with their response to proposal the "Campaign Contribution Disclosure Form" that accompanies this document (See Attachment C).

Pursuant to NMSA 1978, 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form (Attachment C) with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two-year period.

7. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by the AOC. This process will begin on April 27, 2015. During this time, the Procurement Manager may, at her option, initiate discussions with the Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussions. Discussions SHALL NOT be initiated by the Offerors.

8. Selection of Finalists

The Evaluation Committee will select and Procurement Manager will notify the finalists Offerors on May 8, 2015. Only finalists will be invited to participate in the subsequent steps of the procurement.

9. Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by 3:00 pm on May 15, 2015.

10. Finalize Contract

The contract will be finalized with the most advantageous offeror June 1, 2015. In the event that mutually agreeable terms cannot be reached within the time specified, the Agency reserves the right to finalize a contract with the next most advantageous offeror without undertaking a new procurement process.

11. Contract Award

The contract shall be awarded to the offeror or offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

12. Protest Deadline

Any protest by an Offeror must be timely and in conformance with Section 13-1-172, NMSA 1978, and applicable procurement regulations. The fifteen (15) day protest period for responsive Offerors shall begin on the day following the contract award and will end at 3:00 pm June 15, 2015. Protest must be written and must include the name and address of the protestor. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Procurement Manager. The protest must be delivered to the Procurement Manager at the address listed in Section I, Paragraph D. Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the AOC's Guidelines Governing Procurement.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Costs

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract by the AOC. The AOC will make contract payments to only the prime contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The AOC personnel will not merge, collate, or assemble proposal materials.

6. Offers Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offerors duly authorized representative addressed to the Procurement Manager.

7. Proposal Offer Firm

Responses to this RFP will be considered until April 24, 2015

8. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and document pertaining to the proposals will be open to the public, except for the material which is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3-A-1 to 57-3-A-7, NMSA 1978.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Manager shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will not be disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates the AOC or any of its departments of agencies to the service offered until a valid written contract is approved by the AOC.

10. Termination

This RFP may be cancelled at any time up to and including the deadline for submitting protests and any and all proposals may be rejected in whole or in part when the AOC determines such action to be in the best interest of the AOC and the State of New Mexico.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The AOC's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The AOC requires that all Offerors agree to be bound by the General Requirements contained in the RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

13. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the AOC in writing through the Procurement Manager or in this RP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

The contract between the AOC and the Contractor or Contractors will follow the format specified by the AOC and contain the terms and conditions set forth in Attachment B, "Contract Terms and Conditions". However, the AOC reserves the right to negotiate provisions with a successful Offeror in addition to those contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful Offerors proposal will be incorporated into the contract.

Should an Offeror object to any of the AOC's terms and conditions, as contained in this Section or in Attachment B, that Offeror must propose specific alternative language that would be acceptable to the AOC. General references to the Offerors terms and conditions or attempts at complete substitutions are not acceptable to the AOC and will result in disqualification of the Offerors proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

All contracts for professional services are subject to the review and approval by the AOC.

16. Offerors Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the AOC.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the AOC and the selected Offerors and will not be deemed an opportunity to amend the Offerors proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85, NMSA 1978.

19. Right to Waive

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposal failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. The right to waive minor irregularities and mandatory requirements is at the sole discretion of the Evaluation Committee.

20. Change in Contractor Representatives

The AOC reserves the right to require a change in Contractor representatives if the assigned representatives are not, in the opinion of the AOC, representing the Contractor adequately.

21. Notice of Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for bribes, gratuities and kick-backs.

22. AOC Rights

The AOC reserves the right to accept all or a portion of an Offerors proposal.

23. Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, Offerors, and Contractors must secure from the AOC written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offerors proposal or termination of the contract.

24. Ownership of Proposals

All documents submitted in response to this RFP will become the property of the AOC and the State of New Mexico.

25. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (email). Offeror must have a valid email address to receive this correspondence.

26. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the offerors possession and the version maintained by the AOC, the version maintained by the AOC shall govern.

27. Suspension and Debarment Requirement

The offeror shall certify, by signing the agreement attached hereto as Attachment D that to the best of its knowledge and belief that the offeror and/or its Principals are not or have not been debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by any Federal department or agency.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal.

B. NUMBER OF COPIES

Offerors shall deliver one original and three (3) identical copies of their proposal on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

1) Proposal Organization

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary
- d) Response to Specifications
- e) Budget Cost and Breakdown
- f) Suspension and Debarment Form
- g) Campaign Contribution Form
- h) Response to AOC Terms and Conditions
- i) Offerors Additional Terms and Conditions
- j) Updated Resume
- k) Professional and Personal References
- l) Other Supporting Material

Within each section of their proposal, Offerors should address the items in the order in which they appear in the RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to the requirements may be deemed non-responsive and rejected on that basis.

Offerors may attach other materials which may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2) Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting firm, including address, phone number, website;
- b) Identify the name and title of the person authorized by the firm to contractually obligate the firm;
- c) Identify the name, title, email and telephone number of the person authorized to negotiate the contract on behalf of the firm;
- d) Identify the names, titles, emails, and telephone numbers of the persons to be contacted for clarification;
- e) Explicitly indicate acceptance of the Conditions Governing the Procurement as stated in Section II, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the firm;
- g) Acknowledge receipt of any and all amendments to this RFP.

3) Resume

Each proposal must attach an updated resume of the Director, Chief Financial Officer and staff who will be performing services for participants.

4) Professional and Personal References

Each proposal must provide two (2) professional reference letters and two (2) personal references. Through the references provided, the AOC will evaluate the performance of and professionalism shown by the contractor for work performed for any of the courts or other state agencies in New Mexico.

IV. **SPECIFICATIONS**

This section contains relevant information concerning the task to be performed by the Contractor. Offerors should respond in the form of a narrative to each specification. The narrative along with the required supporting material will be evaluated and awarded points accordingly.

A. DETAILED SCOPE OF WORK

Any of the following requirements are mandatory for carrying out the services associated with Substance Abuse Treatment. The Contractor shall work closely with the Doña Ana Magistrate DWI/Drug Court Program to carry out the tasks necessary to complete the objectives of this service contract. The Contractor must agree to prepare progress reports on individual participants and updates to the Doña Ana Magistrate DWI/Drug Court Program and participate in hearings on a bi-weekly basis. Written status reports will include at a minimum participant progress, problems encountered, and recommendations for the team. This scope of work is not exhaustive and may

change based on the progress and/or tasks that seem appropriate and necessary to achieve the goals and requirements of the program.

The focus of the Substance Abuse Treatment Grant is to provide substance abuse treatment and drug testing services to the participants of the Doña Ana Magistrate DWI/Drug Court Program and services shall include:

- The CONTRACTOR shall determine if all current and incoming participants are on Medicaid. Should a participant be on Medicaid, the CONTRACTOR will (if the contractor is Medicaid certified) bill Medicaid first and then the AOC. The CONTRACTOR will provide all information regarding its billing of Medicaid to the AOC.
- Screening & Assessment – Shall be conducted by the treatment provider on all incoming participants to identify, diagnose, and determine appropriate level of care that is SPECIFIC TO THE INDIVIDUAL. Persons with co-occurring disorders shall be accurately identified. Psychosocial issues that may affect participant engagement in drug court shall be identified. Assessment shall include evidence based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and by collateral information (e.g. from family members and DWI Drug Court Coordinator).
- Individual Treatment Plan – An individual treatment plan will be prepared by a licensed/certified practitioner for each program participant, reviewed and approved by the presiding drug court judge. The licensed/certified practitioner must meet the requirements set forth by the Regulation & Licensing Counseling Board Scope of Practice 61-9A-5-F-G. The Licensed Mental Health Counselor (LMHC) must work under supervision at all times when providing mental health counseling, and the Licensed Substance Abuse Associate (LSAA) must work under supervision at all times when conducting substance abuse counseling.
- Individual Therapy – Individual Therapy will be provided for each participant by a licensed/certified practitioner as desired or as determined by the individual treatment plan. The licensed/certified practitioner must meet the requirements set forth by the Regulation & Licensing Counseling Board Scope of Practice 61-9A-5-F-G. The Licensed Mental Health Counselor (LMHC) must work under supervision at all times when providing mental health counseling, and the Licensed Substance Abuse Associate (LSAA) must work under supervision at all times when conducting substance abuse counseling.
- Group Counseling – Group counseling will be provided for each participant by a licensed/certified practitioner on a weekly basis from phase one through phase four. Contractor agrees to provide gender specific groups on a weekly basis. The licensed/certified practitioner must meet the requirements set forth by the Regulation & Licensing Counseling Board Scope of Practice 61-9A-5-F-G. The Licensed Mental Health Counselor (LMHC) must work under supervision at all times when providing mental health counseling, and the Licensed Substance Abuse Associate (LSAA) must work under supervision at all times when conducting substance abuse counseling.

- Family Intervention Services – Family intervention services will be provided by a licensed/certified practitioner as needed. The licensed/certified practitioner must meet the requirements set forth by the Regulation & Licensing Counseling Board Scope of Practice 61-9A-5-F-G. The Licensed Mental Health Counselor (LMHC) must work under supervision at all times when providing mental health counseling, and the Licensed Substance Abuse Associate (LSAA) must work under supervision at all times when conducting substance abuse counseling.
- Court Liaison Services – The Contractor representative knowledgeable about each participant's treatment progress will be available for each Doña Ana Magistrate DWI/Drug Court staffing and hearing.
- Case Management – The Contractor will refer the participants to local support services such as housing, transportation, child care services, employment training, and continuing care as needed.
- Drug Screening – The Contractor shall provide on-site, rapid drug screening with results available within five (5) minutes; all drug screening results shall be reported and forwarded promptly to the drug court program coordinator.
 - Shall employ trained personnel, male and female observer/collectors, who are acceptable to the Doña Ana Magistrate DWI/Drug Court Program.
 - Availability to collect daily, Monday through Sunday, hours to be determined.
 - Minimum of ten (10) profile drug screening to include: Amphetamines; Buprenorphine; Benzodiazepines; Cocaine; Synthetic Cannabinoid; Methamphetamine; Methylenedioxymethamphetamine ; Opiates; Oxycodone; Marijuana.
 - Alcohol screening with approved breath analyzer.
 - Arrangements for Gas Chromatography/Mass Spectrometry (GC/MS) confirmation with quantitative results.
 - Secure storage and equipment surroundings. Lockable doors accessible by authorized personnel only.
 - Observers/collectors shall follow established Doña Ana Magistrate DWI/Drug Court Program protocols.
 - Random drug screening will occur at a minimum of three times per week for each participant unless otherwise directed by the Dona Ana DWI Drug Court Program.
- The CONTRACTOR agrees to provide the program coordinator with written notice of all screenings and assessments, within 24 hours of completed appointment.
 - a. Notice of screenings and assessments may be provided to the program coordinator via email, fax or hard copy.

B. BUSINESS SPECIFICATIONS

1. Project Time Frame

The project is scheduled to begin on or about July 1, 2014. Please describe the proposed time-line of services provided to participants.

a. AOC

The AOC will assign staff (Magistrate DWI/Drug Court Project Manager and Statewide Program Manager) to work with the Contractor in setting up meetings with the Doña Ana Magistrate DWI/Drug Court Program to facilitate the scheduling of participants. This support does not relieve the Contractor of the primary responsibility for the provision of services. Please respond as to the Contractor's interaction with the AOC staff.

b. Facilities

Include detailed narrative on available facilities, including, but not limited to computers, offices and equipment.

C. MANDATORY SPECIFICATIONS

1. Project Reporting

Offerors must agree to prepare progress reports on individual participants and updates to the Doña Ana Magistrate DWI/Drug Court Program and participate in hearings on a bi-weekly basis. Written status reports will include at a minimum participant progress, problems encountered, and recommendations for the team.

2. Offeror Experience

The Offeror must be qualified and adequately trained to provide the unique treatment required by drug court participants. The licensed/certified practitioner must meet the requirements set forth by the Regulation & Licensing Counseling Board Scope of Practice 61-9A-5-F-G. The LMHC must work under supervision at all times when providing mental health counseling, and the LSAA must work under supervision at all times when conducting substance abuse counseling. The Offeror shall at a minimum, be Licensed Substance Abuse Interns (LSAIs) under the laws of New Mexico. It is understood that an LSAI must be under the supervision of a Licensed Alcohol and Drug Abuse Counselor (LADAC). The Offeror shall be experienced in working with adults and/or the judicial system. The Offeror must submit a statement of relevant experience, including experience and professional qualifications of lead professional(s) and subcontractors. The documentation must thoroughly describe how the Offeror has supplied expertise for similar contracts and work related to screening and assessment, individual therapy, group therapy, development of individual treatment plans and on-site drug testing services.

3. Cost

Offeror must propose one firm, fixed, fully loaded hourly rate **per service** category below for contractor, or its employees or subcontractors. This cost breakdown shall be submitted under Section C of the proposal summary. The firm, fixed, fully loaded hourly rate will include travel to and from the off-site workplace to the on-site workplace. The proposed fully loaded hourly rates must include travel, per diem, fringe benefits and any overhead costs for contractor, personnel, as well as subcontractor personnel if appropriate. New Mexico gross receipts taxes are excluded from the proposed maximum hourly rates. They shall be shown separately on the invoice. They shall be shown separately on the invoice. This rate shall be calculated for a total of 40 participants for one year of service.

Please utilize the format below:

Service Category	Cost Per Unit/Hour	Cost Multiplier (specify multiplier)	Total Cost
Screening & Assessment	Cost Per Participant	Multiply times 40 participants for one year	
Individual Treatment Plan with updates	Cost per Participant	Multiply times 40 participants for one year	
Individual Therapy	Cost per Hour	Multiply times estimated number of sessions	
Group Counseling	Cost per Hour	Multiply times estimated number of sessions	
*Miscellaneous Counseling	Cost per Hour	Multiply times estimated number of sessions	
Court Liaison Services	Cost per Hour	Multiply times estimated number of sessions	
Case Management	Cost per Hour	Multiply times estimated number of sessions	
Drug Screening	Cost per Unit	Multiply times estimated number of tests	
Drug Screening Lab Testing	Cost per Unit	Multiply times estimated number of tests	
Breathalyzer Testing	Cost per Unit	Multiply times estimated number of tests	
Total Treatment Cost for 40 Participants for One Year			

4. Liability Insurance

Submit evidence of the organization or individual's current liability insurance policy of at least \$1 million covering injury to any program participant or third party for injuries arising out of actions of all staff members of the Contractor pursuant to this contract. If the organization or individual does not yet have adequate insurance, describe the steps being taken to obtain such insurance and provide any assurances received from insurance carriers.

V. EVALUATION

A. EVALUATION POINT/TABLE SUMMARY

The following is a summary of evaluation factors with a point value assigned to each factor. These weighted factors will be used in the evaluation of individual Offeror proposals.

<u>FACTOR</u>	<u>POINTS</u>
I. Response to Service Components Raters shall ensure that all mandatory service components and subsequent elements are addressed and that each area is explained in adequate detail.	25
II. Response to Program Personnel Raters shall ensure that staff directly employed or sub-contracted to provide services have required credentials as outlined in the mandatory specifications	15
III. Program Budget and Unit Costs Raters shall review the budget for possible cost overruns, inexplicable expenditures and overall thoroughness of presentation. Rater shall also ensure that all service components and elements are addressed and that the costs appear appropriate based on the amount of effort and/or professional credentials required. Points will be awarded in this evaluation based upon a detailed proposed budget for services and costs including, but not limited to, travel, per diem, salaries and benefits of assigned professionals and support staff, and any other applicable items. A narrative description of each proposed cost must be provided along with a statement of the proposed time the Offeror expects to dedicate to the Doña Ana Magistrate DWI/Drug Court Program initiatives.	30
IV. Offeror Experience/References Raters shall review previous experience in providing substance abuse treatment within the judicial branch and any references.	15
V. Written Presentation of Proposal Raters shall take into consideration content, thoroughness of presentation and ability to clarify program proposal.	15
<u>TOTAL</u>	100

B. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II, Paragraph B.7.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II, Paragraph C.15.
4. Responsive proposals will be evaluated on the factors in Section V which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalists Offerors based upon the proposals submitted. Finalist Offerors who are asked to choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated based on their revised proposal. The responsible Offeror whose proposals is most advantageous to the AOC, taking into consideration the evaluation factors in Section V, will be recommended for contract award as specified in Section II, Paragraph B.9. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

ATTACHMENT A

Acknowledgement of Receipt Form

REQUESTS FOR PROPOSALS

Substance Abuse Treatment Services

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Attachment D.

The acknowledgment of receipt should be signed and returned to the Procurement Manager no later than 3:00 p.m. on April 24, 2015. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the AOC's written responses to those questions as well as RFP amendments, if any are issued.

ORGANIZATION: _____

REPRESENTED BY: _____

TITLE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

The name and address will be used for all correspondence related to the Request for Proposal. Firm does/does not (circle one) intend to respond to this Request for Proposals.

ATTACHMENT B
Contract Terms and Conditions

**STATE OF NEW MEXICO
ADMINISTRATIVE OFFICE OF THE COURTS
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into this 1st day of July, 2015 by and between the **Administrative Office of the Courts**, herein after referred to as the AOC, and **Contractor**, hereinafter referred to as the Contractor for the purpose of providing screening and assessment; individual therapy; drug screening; family intervention sessions; court liaison services, and after care services for the Dona Ana DWI Drug Court Program.

ADDRESS OF CONTRACTOR: Street
City, State, Zip Code

PHONE NUMBER OF CONTRACTOR: Phone Number and Cell Phone Number

E-MAIL OF CONTRACTOR: e-mail address and website if applicable

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

A. The Contractor shall perform the following work:

Any of the following requirements are mandatory for carrying out the services associated with Substance Abuse Treatment for the DWI Drug Court clients. The CONTRACTOR shall work closely with the Dona Ana Magistrate DWI Drug Court Program and the AOC to carry out the tasks necessary to complete the objectives of this service contract. The CONTRACTOR must agree to prepare progress reports on individual participants and updates to the Dona Ana Magistrate DWI Drug Court Program and participate in hearings on a bi-weekly basis, or as needed. Written status reports will include project progress and problems encountered. This scope of work is not exhaustive and may change based on the progress and/or tasks that seem appropriate and necessary to achieve the goals and requirements of the program.

The focus of the Substance Abuse Treatment services Contract is to provide substance abuse treatment and drug testing services to the participants of the Dona Ana Magistrate DWI Drug Court program and services shall include:

1. Assessment: An assessment shall be conducted by the treatment provider on all incoming participants to identify, diagnose, and determine appropriate level of care that is SPECIFIC TO THE INDIVIDUAL. Persons with co-occurring disorders shall be accurately identified. Assessment shall include evidence-based and validated instruments including structured diagnostic interviews, psychosocial assessment instruments, and psychological tests. Laboratory, or other types of testing and by ancillary information (e.g., from family members and DWI Drug Court Coordinator). **\$XX per client**
2. Individual Master Treatment Plan: An individual master treatment plan will be provided for each participant by a licensed/certified practitioner for each program participant. The presiding drug court judge shall review and approve the plan. **Included in Assessment Fee**
 - a. Treatment Plan Updates will be conducted every 90 days or as medically necessary,
 - b. Updated treatment plans shall be provided to the program coordinator via e-mail, fax or hard copy, and
 - c. Updated treatment plans shall be provided to the program coordinator within 24 hours of completion if completed on Monday – Thursday and 72 hours if completed on Friday – Sunday or holiday.
3. Individual Therapy: Individual Therapy will be provided for each participant by a licensed/certified practitioner as desired or as determined by the individual treatment plan. **\$XX per client/per session**
 - a. The program coordinator or court staff may observe any individual treatment session on a random, intermittent basis.
4. Group Counseling: Group counseling will be provided for each participant by a licensed/certified practitioner on a weekly basis from phase one through phase four. The group sessions must utilize an evidence based approach/cognitive behavioral therapy and the contractor will provide proof of the evidence based approach to the AOC for approval. The CONTRACTOR agrees to provide gender and culturally specific groups on a weekly basis. **\$XX per client/per session**
 - a. The program coordinator or court staff may observe any group session on a random, intermittent basis;
5. Family Intervention Services: Family Intervention Services will be provided by a licensed/certified practitioner as needed. **\$XX per client/per session**
6. Court Liaison Service: The CONTRACTOR'S representative shall be knowledgeable about each participant's treatment progress and will be available for each Dona Ana Magistrate DWI Drug Court Program staffing and hearing. **\$XX per client/per session**

7. Case Management: The CONTRACTOR will refer participants to local support services such as housing, transportation, child care services, employment training, and continuing care as needed. **\$XX per client/per session**
- a. Drug Screening: The CONTRACTOR shall provide on-site, rapid drug screening with results available within five (5) minutes; all drug screening results shall be reported and forwarded promptly to the drug court program Coordinator. **\$XX per client/per session**
 - b. Male and female collectors/observers shall be trained in accordance to the requirements of the Dona Ana Magistrate DWI Drug Court Program;
 - c. The treatment counselor shall be immediately notified of all positive onsite drug tests results and/or breath analyzer test results;
 - d. Collectors/observers shall be available to collect daily, Monday through Sunday, with the hours to be determined;
 - e. Provide a minimum of four (4) panel drug screenings to include: THC, cocaine, opiates and amphetamines;
 - f. Alcohol screening with approved Breathalyzer shall be provided by the CONTRACTOR at a minimum of three times per week for each participant.
 - g. Administer, once each week, as determined by the drug court program coordinator, a minimum of eight (8) profile drug screening to include: THC, cocaine, opiates, barbiturates, benzodiazepine, and amphetamine, methadone and alcohol;
 - h. Arrange for Gas Chromatography/Mass Spectrometry (GC/MS) Confirmation with quantitative results;
 - i. Secure storage and equipment surroundings. Lockable doors accessible by authorized personnel only;
 - j. Collectors/observers shall follow established Dona Ana Magistrate DWI Drug Court Program protocols;
 - k. Random drug screening will occur at a minimum of three times per week for each participant unless otherwise directed by the Dona Ana DWI Drug Court Program.
 - o Random drug screening will occur at a minimum of three times per week for each participant unless otherwise directed by the Dona Ana DWI Drug Court Program.
 - l. The CONTRACTOR agrees to provide the program coordinator with written notice of all screenings and assessments, within 24 hours of completed appointment.
 - m. Notice of screenings and assessments may be provided to the program coordinator via email, fax or hard copy.
8. The CONTRACTOR agrees to provide the program coordinator with written incident reports advising of any and all known participant program infractions, including but not limited to: missed group therapy sessions, missed individual

sessions, missed individual therapy sessions, missed urinalysis testing, positive urinalysis testing and positive breath analysis testing. **\$XX per client/per session**

- a. Incident reports may be provided to the program coordinator via e-mail, fax or hard copy, and
 - b. Incident reports shall be provided to the program coordinator with 24 hours if an incident occurs Monday – Thursday and 72 hours if an incident occurs Friday – Sunday or holiday.
9. The CONTRACTOR agrees to provide the program coordinator with written notice of all screenings and assessments, within 24 hours of completed appointment. **\$XX per client/per session**
- a. Notice of screenings and assessments may be provided to the program coordinator via email, fax or hard copy.

B. Services will be performed at:

Building Name
Address

1. Compensation.

The AOC shall pay to the CONTRACTOR for services satisfactorily performed. The AOC will make monthly payments for professional services, upon receipt of a monthly invoice. Such compensation under this AGREEMENT shall not exceed **XX thousand dollars (\$XX)**, inclusive of gross receipts tax. This amount is a maximum and not a guarantee that the work assigned to be performed by CONTRACTOR under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the AOC when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work. All invoices **MUST BE** received by the AOC no later than ten (10) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID**.

Contractor must submit a detailed statement accounting for all services performed and expenses incurred by the 10th of every month. If the AOC finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the AOC that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the AOC shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. Term.

THIS AGREEMENT runs from July 1, 2015 until June 30, 2016 unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. Termination.

This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the AOC's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the AOC is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the AOC or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of state funds or due to the Appropriations paragraph herein. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE STATE'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

Immediately upon receipt by either the AOC or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the AOC; 2) comply with all directives issued by the AOC in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the AOC shall direct for the protection, preservation, retention or transfer of all property titled to the AOC and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the AOC upon termination and shall be submitted to the AOC as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature and/or current grantor, this Agreement shall terminate immediately upon written notice being given by the AOC to the Contractor. The AOC's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the AOC proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the AOC and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the AOC.

8. Subcontracting.
The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the AOC.
9. Release.
Final payment of the amounts due under this Agreement shall operate as a release of the AOC, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.
10. Confidentiality.
Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the AOC.
11. Product of Service -- Copyright.
All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the AOC no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.
12. Conflict of Interest; Governmental Conduct Act.
The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.
13. Amendment.
This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

If the AOC proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

14. Merger.
This Agreement incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
15. Penalties for violation of law.
The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
16. Equal Opportunity Compliance.
The Contractor agrees to abide by all federal and state laws and rules and regulations of the State of New Mexico pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.
17. Applicable Law.
The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.
18. Workers Compensation.
The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the AOC.

19. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the AOC, the Department of Finance and Administration and the State Auditor. The AOC shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the AOC to recover excessive or illegal payments

20. Indemnification.

The Contractor shall defend, indemnify and hold harmless the AOC and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the AOC and the Risk Management Division of the New Mexico General Services Department by certified mail.

21. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

22. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

23. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the AOC: Mary C. White
Statewide Magistrate DWI/Drug Court Coordinator
237 Don Gaspar
Santa Fe, NM 87501-2178
aocmcw@nmcourts.gov

To the Contractor: **Contractor Name/Address/e-mail**

24. Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Contractor certifies that neither he/she/it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

25. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

Signed by the parties on the dates indicated:

**STATE OF NEW MEXICO
ADMINISTRATIVE OFFICE OF THE COURTS**

Arthur W. Pepin

Date: _____

CONTRACTOR

Contractor

Date: _____

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

YES

NO

ID Number:

By: _____ Date: _____
Taxation and Revenue Department

ATTACHMENT C
Campaign Disclosure Form

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise,

collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

ATTACHMENT D

Certification regarding Debarment, Suspension, Proposed Debarment and Other
Responsibility Matters

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS

The entering of a contract between AOC and the successful Offeror pursuant to this RFP is a "covered transaction," as defined by 48 C.F.R. Part 9. AOC's contract with the successor Offeror shall contain a provision relating to debarment, suspension, and responsibility substantially in the form contained in Article 39 of Attachment D. All Offerors must provide as a part of their proposals a certification to AOC in the form provided below. Failure of an Offeror to furnish a certification or provide such additional information as requested by the Procurement Manager for this RFP will render the Offeror non-responsible. Furthermore, the Offeror shall provide immediate written notice to the Procurement Manager for this RFP if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Although AOC may review the veracity of the certification through the use of the federal Excluded Parties Listing System or by other means, the certification provided by the Offeror in paragraph (a), below, is a material representation of fact upon which AOC will rely when making a contract award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to AOC, AOC may terminate the contract resulting from this request for proposals for default.

The certification provided by the Offeror in paragraph (a), below, will be considered in connection with a determination of the Offerors responsibility. A certification that any of the items in paragraph (a), below, exists may result in rejection of the Offerors proposal for non-responsibility and the withholding of an award under this RFP. If the Offerors certification indicates that that any of the items in paragraph (a), below, exists, the Offeror shall provide with its proposal a full written explanation of the specific basis for, and circumstances connected to, the item; the Offerors failure to provide such explanation will result in rejection of the Offerors proposal. If the Offerors certification indicates that that any of the items in paragraph (a), below, exists, AOC, in its sole discretion, may request, that the U.S. Department of Health and Human Services grant an exception under 48 C.F.R. §§ 9.4 if AOC believes that the procurement schedule so permits and an exception is applicable and warranted under the circumstances. In no event will AOC award a contract to an Offeror if the requested exception is not granted for the Offeror.

(a)(1) By signing and submitting a proposal in response to this RFP, the Offeror certifies, to the best of its knowledge and belief, that:

(i) The Offeror and/or any of its Principals-

- (A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency;
- (B) Have ☐ have not ☐, within a three-year period preceding the date of the Offerors proposal, been convicted of or had a civil judgment rendered against them for:

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;

- (C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this certification;
- (D) Have ☐ have not ☐, within a three-year period preceding the date of Offerors proposal, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and

(ii) "Principal," for the purposes of this certification, shall have the meaning set forth in 48 C.F.R. § 9.4 and shall include an officer, director; owner, partner, principal investigator, or other person having management or supervisory responsibilities related to a covered transaction. "Principal" also includes a consultant or other person, whether or not employed by the participant or paid with Federal funds, who: is in a position to handle Federal funds; is in a position to influence or control the use of those funds; or occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

(iii) For the purposes of this certification, the terms used in the certification, such as *covered transaction, debarred, excluded, exclusion, ineligible, ineligibility, participant, and person* have the meanings set forth in the definitions and coverage rules of 48 C.F.R. Part 9.

(iv) Nothing contained in the foregoing certification shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

TRAFFIC SAFETY DIVISION:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

OFFEROR:_____

SIGNED BY:_____

TITLE:_____

DATE: _____